

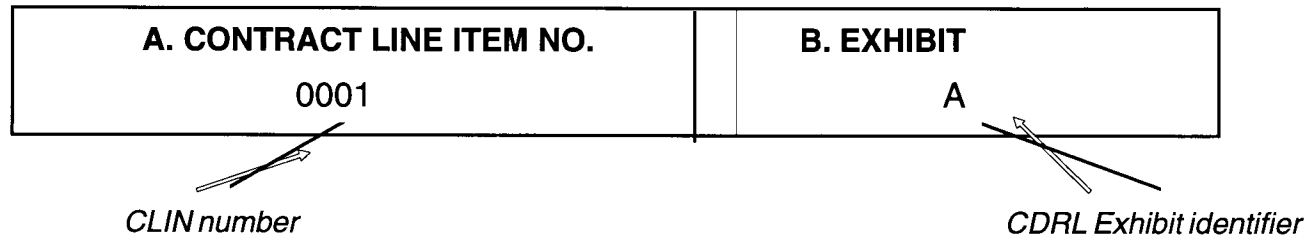
CDRL PREPARATION



PURPOSE OF THE CDRL

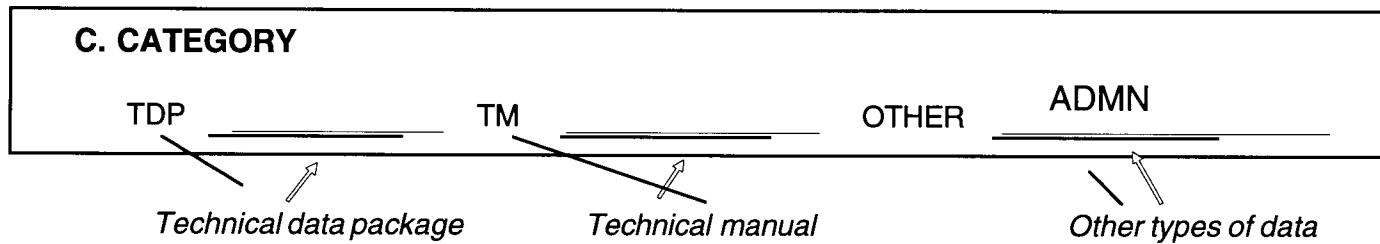
- **DEFINE DATA REQUIREMENTS**
 - ● **CALL OUT APPLICABLE DIDS**
 - ● **TAILOR THE DIDS**
- **DEFINE DELIVERY REQUIREMENTS**
 - ● **DELIVERY MEDIA**
 - ● **DELIVERY QUANTITIES**
 - ● **DELIVERY DATES**
 - ● **DELIVERY LOCATIONS**
- **DEFINE APPROVAL CRITERIA**
- **PROVIDE A REFERENCE TO THE TASKING DOCUMENT**
- **IDENTIFY APPROPRIATE DISTRIBUTION STATEMENT**
- **ALLOW THE CONTRACTOR TO ACCURATELY PRICE**

CDRL BLOCKS A & B



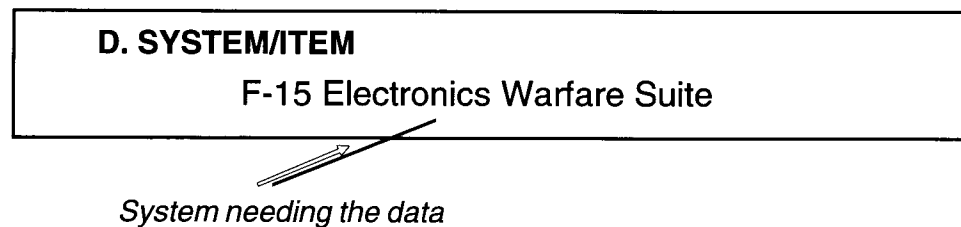
- **USE SEPARATE CLIN FOR:**
 - ● **EACH SUBSYSTEM OF A SYSTEM**
 - ● **EACH ITEM OF A SYSTEM OR SUBSYSTEM**
 - ● **NUMBER SEQUENTIALLY (0001 THRU 9999)**
- **USE SEPARATE EXHIBIT IDENTIFIER FOR EACH CATEGORY OF DATA UNDER EACH CLIN**
 - ● **USE LETTERS 'A' THRU 'Z' EXCLUDING 'I' & 'O'**
- **PCO/BUYER PROVIDES CLIN & EXHIBIT IDENTIFIER**

CDRL BLOCKS C & D



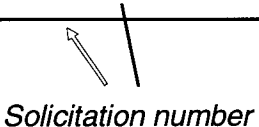

- **PLACE 'X' IN TDP FOR DRAWINGS OR ASSOCIATED LISTS**
- **PLACE 'X' IN TM FOR TECHNICAL MANUALS**
- **OTHER DATA - "X" OR DID 4-LETTER CODE IN OTHER**

NOTE: USE APPROPRIATE FOUR LETTER REPLACEMENTS FOR OLDER DID SINGLE LETTER CODES (E.G. 'A' = ADMN, 'F' = FNCL)



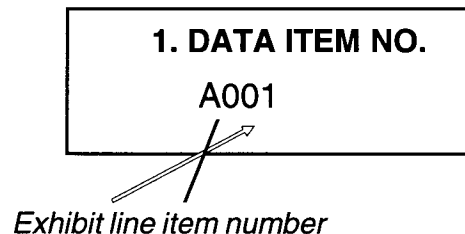
- **LIST THE SYSTEM/ITEM USING THE DATA**

CDRL BLOCKS E & F

E. CONTRACT/PR NO. D95-8000097A-908  <i>Solicitation number</i>	F. CONTRACTOR STUDEBAKER (D9009)  <i>Contractor</i> <i>CAGE code</i>
--	---



- **CONTRACT/PR NO.**
 - ● **CONTRACT NUMBER, WHEN KNOWN**
 - ● **OTHERWISE, SOLICITATION NUMBER**
- **CONTRACTOR**
 - ● **CONTRACTOR NAME & CAGE CODE, WHEN KNOWN**
 - ● **OTHERWISE, LEAVE BLANK**

CDRL BLOCK 1





- **SEQUENTIALLY NUMBER EACH DATA ITEM UNDER EACH EXHIBIT**
 - ● **FIRST 9 DATA ITEMS - 001 THRU 009 or 0001 THRU 0009**
 - ● **DATA ITEMS 10 THRU 33 - 00A THRU 00Z, EXCLUDING 00I AND 00O**
 - ● **HIGHER NUMBERS - SEE DFARS 204.7105**
- **EXAMPLES**
 - ● **2ND ITEM UNDER EXHIBIT A - 002**
 - ● **11TH ITEM UNDER EXHIBIT A - 00B**
 - ● **11TH ITEM UNDER EXHIBIT C - 00B**

CDRL BLOCKS 2, 3 & 4

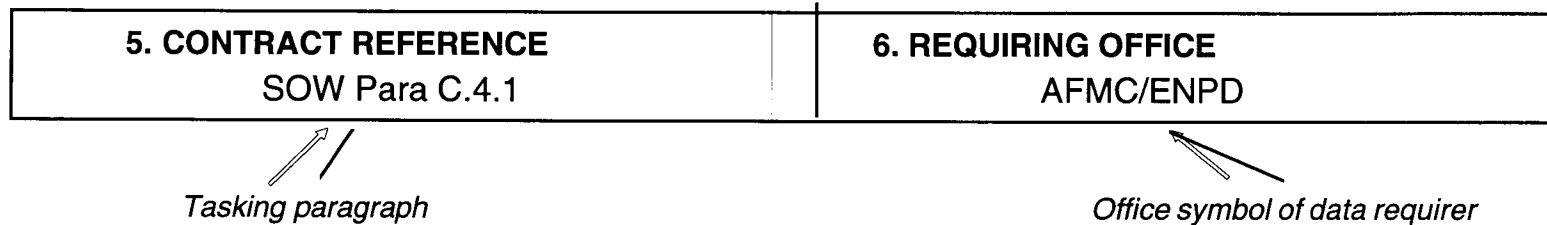
2. TITLE OF DATA ITEM Computer Software Flowchart  <i>Exact duplicate of DID title</i>	3. SUBTITLE General Flowchart  <i>Optional subtitle</i>
---	--

- **TITLE MUST BE THE SAME AS DATA ACQUISITION DOCUMENT CITED IN BLOCK 4**
- **USE OF A SUBTITLE IS OPTIONAL**

4. AUTHORITY  <i>DID number</i>	<i>(Data Acquisition Document No.)</i> DI-MCCR-80491  <i>4 letter code placed in Block C</i>
---	---

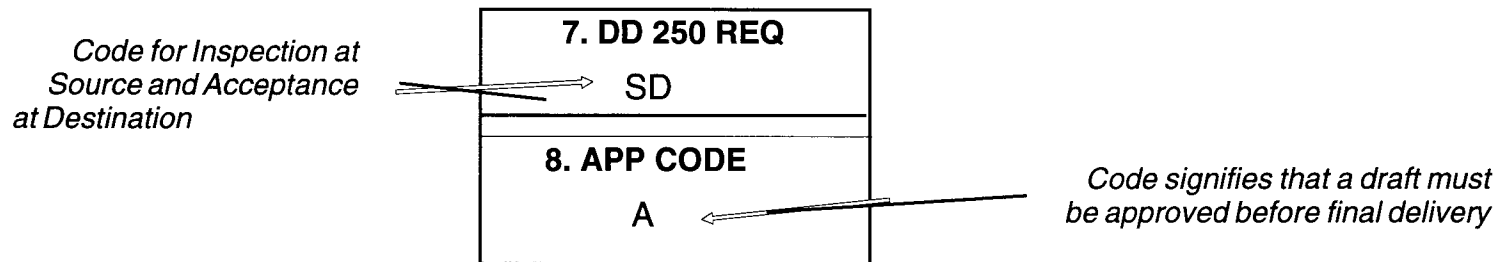
- **NORMALLY CONTAINS THE APPROPRIATE DID NUMBER**
- **IF DATA ITEM IS A TECH MANUAL, PLACE 'SEE TMCR 86-01' IN BLOCK 4**

CDRL BLOCKS 5 & 6



- **BLOCK 5 CONTAINS THE PARAGRAPH REFERENCING THE TASK IN THE SOW, SPEC, STD OR OTHER PART OF THE CONTRACT**
- **SPELL OUT OFFICE SYMBOLS IN THE CDRL SUPPLEMENT OR BLOCK 16 IF THEY ARE NOT SOMEWHERE ELSE IN THE CONTRACT**

CDRL BLOCKS 7 & 8



- **IF DATA IS CRITICAL, USE ONE OF THE FOLLOWING CODES:**
 - ● **IN BLOCK 7:**
 - SS - Inspection/Acceptance at Source
 - DD - Inspection/Acceptance at Destination
 - SD - Inspection at Source, Acceptance at Destination
 - DS - Inspection at Destination, Acceptance at Source
 - XX - Inspection/Acceptance requirements in Contract
 - ● **PLACE AN 'A' IN BLOCK 8**
- **IF YOU NEED A WRITTEN NOTIFICATION OF RECEIPT, BUT A DD 250 ISN'T REQUIRED**
 - ● **PUT 'LT' IN BLOCK 7**
 - ● **PUT 'A' IN BLOCK 8 IF YOU WANT TO APPROVE A DRAFT**
- **OTHERWISE**
 - ● **PUT 'NO' IN BLOCK 7**
 - ● **PLACE 'N/A' IN BLOCK 8**

CDRL BLOCK 8 (CONT'D)

- IF APPROVAL IS REQUIRED, EXPLAIN THE PROCEDURE IN BLOCK 16
- EXAMPLE:

16. REMARKS

Blk 8: The Government has 15 days to review the preliminary draft. The contractor has 10 days, after receipt of Government comments, to prepare and deliver the final data. Criteria for approval shall be correct content and format.

Government review period

Time for contractor to resubmit

Define or reference approval criteria

CDRL BLOCK 9

Distribution statement code

9. DIST STATEMENT
REQUIRED

E

- **ENTER ONE OF THESE CODES TO TELL THE CONTRACTOR WHAT DISTRIBUTION STATEMENT TO PUT ON THE DATA**

A - UNLIMITED DISTRIBUTION (Check with Public Affairs)

B - US GOVT AGENCIES ONLY

C - US GOVT AGENCIES AND THEIR CONTRACTORS

D - DOD AND DOD CONTRACTORS ONLY

E - DOD COMPONENTS ONLY

F - ONLY AS DIRECTED BY CONTROLLING OFFICE

X - AGENCIES/INDIVIDUALS/ENTERPRISES ELIGIBLE TO OBTAIN
EXPORT-CONTROLLED TECHNICAL DATA

TBD - WILL BE DETERMINED AT LATER DATE

N/A - NOT APPLICABLE

- **IF 'TBD' USE BLOCK 16 TO EXPLAIN WHEN IT WILL BE DETERMINED**

CDRL BLOCKS 10-13

<p><i>Data is submitted each month</i></p> <p>10. FREQUENCY MTHLY</p>	<p>12. DATE OF FIRST SUBMISSION 45 DAC</p> <p><i>First data is due 15 days after 'AS OF DATE'</i></p>
<p>11. AS OF DATE 0</p> <p><i>The data covers each full month</i></p>	<p>13. DATE OF SUBSEQUENT SUBMISSION See Blk 16</p> <p><i>Contractor referred to Blk 16 for explanation</i></p>

USE ONE OF THE FOLLOWING ABBREVIATIONS TO SPECIFY DELIVERY FREQUENCY IN BLOCK 10

DAILY - Daily

WEKLY - Weekly

BI-WE - Each 2 weeks

MTHLY - Monthly

BI-MO - Each 2 months

QRTLY - Quarterly

ANNL - Annually

ASGEN - As generated

ONE/R - One time, and revisions

R/ASR - Revisions as required

ASREQ - As required

DFDEL - Deferred delivery

ONE/P - One-time preliminary draft

XTIME - X number separate submittals

SEMIA - Each 6 months

BLOCKS 10-13 (CONT'D)

10. FREQUENCY ASREQ		12. DATE OF FIRST SUBMISSION See Blk 16
11. AS OF DATE See Blk 16		13. DATE OF SUBSEQUENT SUBMISSION See Blk 16

- **ANY FREQUENCY SPECIFIED ASREQ, ASGEN, OR WITH REVISIONS MUST HAVE A MAXIMUM DELIVERY QUANTITY**
- **BLOCK 16 EXAMPLE**

16. REMARKS

Blk 10: A maximum of ten reports will be required over the contract period.

Blk 11, 12, & 13: Reports are due 30 days after any revision caused by design review.

BLOCKS 10-13 (CONT'D)

10. FREQUENCY MTHLY	12. DATE OF FIRST SUBMISSION 40 DAC
11. AS OF DATE 0	13. DATE OF SUBSEQUENT SUBMISSION See Blk 16

- **THE 'AS OF DATE' DEFINES THE REPORT PERIOD AS THE END OF EACH MONTH**
- **BLOCK 12 GIVES THE CONTRACTOR 10 DAYS TO PREPARE THE REPORT COVERING THE FIRST REPORT PERIOD**
- **BLOCK 16 EXAMPLE EXPLAINING BLOCK 13**

16. REMARKS

Blk 13: Data shall be submitted 10 days after the end of each reporting period.

CDRL BLOCKS 14 & 15

14. DISTRIBUTION			
a. ADDRESSEE	b. COPIES		
	Draft	Final	
		Reg	Repro
AFMC/ENC	1	1	0
STINFO	1	0	0
DTIC	0	1	0
15. TOTAL	2	2	0

Should be identical to Block 6 entry →

Other addressees →

Types of copies →

Quantities →

Totals for each type →

- INCLUDE OFFICE ADDRESSES IN CONTRACT
- PROVIDE TECH REPORT DRAFT TO STINFO & FINAL TO DTIC (EITHER DIRECTLY OR THROUGH PROGRAM OFFICE)
- ORDER 'REPRO' ONLY FOR MASS DISTRIBUTION
- DEFINE 'REPRO' IN BLOCK 16
- DEFINE DELIVERY MEDIA (OTHER THAN PAPER) IN BLOCK 16

CDRL BLOCK 16

- **TAILOR DOWN DID REQUIREMENTS**
- **SPELL OUT ACRONYMS, IF NOT ELSEWHERE**
- **SPELL OUT ABBREVIATIONS, IF NOT ELSEWHERE**
- **EXPLAIN REVIEW & APPROVAL CRITERIA**
- **NOTIFY THE CONTRACTOR WHEN DISTRIBUTION STATEMENTS WILL BE AVAILABLE**
- **DEFINE DELIVERY SCHEDULES**
- **SET A MAXIMUM QUANTITY ON DELIVERABLES**
- **DEFINE DELIVERY MEDIA**
- **PROVIDE DELIVERY ADDRESSES IF NOT ALREADY CONTAINED IN CONTRACT**

CDRL BLOCKS G-J

- **BLOCK G - PREPARER SIGNATURE**
- **BLOCK H - DATE PREPARER SIGNED**
- **BLOCK I - DATE APPROVED BY PM OR DESIGNEE**
- **BLOCK J - DATE APPROVED**
- **DOD 5010.12-M SAYS IT IS GOOD BUSINESS PRACTICE TO SIGN EVERY CDRL--HOWEVER FOR LARGE PACKAGES, TYPING THE NAMES AFTER THE FIRST PAGE IS ACCEPTABLE**

DEFINITIONS

**AMSDL - ACQUISITION MANAGEMENT SYSTEMS AND DATA
REQUIREMENTS CONTROL LIST**

CDRL - CONTRACT DATA REQUIREMENTS LIST

CLIN - CONTRACT LINE ITEM NUMBER

**DFARS - DEFENSE FEDERAL ACQUISITION REGULATION
SUPPLEMENT**

DID - DATA ITEM DESCRIPTION

DTIC - DEFENSE TECHNICAL INFORMATION CENTER

ELIN - EXHIBIT LINE ITEM NUMBER

FAR - FEDERAL ACQUISITION REGULATION

TDP - TECHNICAL DATA PACKAGE

TM - TECHNICAL MANUAL

TMCR - TECHNICAL MANUAL CONTRACTS REQUIREMENTS DOCUMENT

CDRL REFERENCES

- **CLIN NUMBERING - DFARS 204.71**
- **TM ACQUISITION - ACPD 21-3**
- **ELIN NUMBERING - DFARS 204.7105(c)**
- **DIDS - DOD 5010.12-L (AMSDL)**
- **DD 250 - FAR 46.6 & DFARS APPENDIX F**
- **DISTRIBUTION STATEMENTS - DODD 5230.24**
- **GENERAL CDRL INSTRUCTIONS**
 - ● **BACK OF DD FORM 1423, 1423-1 & 1423-2**
 - ● **DOD 5010.12-M**

AVAILABLE CDRLs

- **USE ONLY JUNE 90 VERSIONS; OTHERS ARE OBSOLETE**
- **THREE TYPES AVAILABLE**
 - ● **DD FORM 1423 (4 DATA ITEMS)**
 - ● **DD FORM 1423-1 (1 DATA ITEM)**
 - ● **DD FORM 1423-2 (2 DATA ITEMS)**
- **USE SINGLE ITEM (DD 1423-1) FOR DRAFT CDRLS**
- **IF TAILORING IS MINIMAL, USE THE 2- OR 4-ITEM CDRL**
- **COMPUTER-GENERATED CDRLs MUST MAINTAIN SAME CONTENT & SEQUENCE**